

Getting the Best out of the Oxshott Village Centre

KEYS

Keys are collected from 17 Silverdale Avenue, Oxshott, Surrey. They will be in the wooden box on the front door step in an envelope with your name on it. They are available for collection from 8am. Please return the keys immediately after your booking has finished. Keys to the back door and the cleaning cupboard are kept in the kitchen by the back door. Please check that both doors are locked whenever you leave the premises unattended.

DEFIBRILLATOR

The entrance foyer provides access to the halls and to well appointed male, female and accessible toilets along with baby changing facilities. To the left of the entrance is a public access defibrillator. The access code **CO147X**

LIGHTING

As you enter the foyer the light switch is on your right. The light switches for the halls and toilets are in the small switch cupboard to the left of the entrance to the main hall below the key cupboard. The switches are marked (some may be blanked off - please don't touch these or remove any of the tapes). The main hall ceiling lights are controlled by two separate switches - half on each switch. There are supplementary stage lights in the main hall that are controlled from either side of the stage. The car park and entrance lights are heat sensing and automatic.

WINDOWS & WINDOW BLINDS

There are electrically operated window blinds in both halls. The blinds in the main halls are controlled by wall mounted switches which are situated behind the pillar that is adjacent to the steps up to the stage. The switch for the blinds in the small hall is situated to the right of the entrance doors. **It is essential that windows do not remain open behind any lowered blinds.** They are operated by rocker switches which are clearly marked. **Please note that it is essential that windows do not remain open behind any lowered blinds.**

HEATING

The main hall heater switch is between the fire doors on the outside wall and the small hall heater switch is to the right as you enter. To Increase or Decrease the Room Temperature Press the Up or Down Button. To Raise/Lower the Temperature, REPEATLY press the Up/Down Button until the desired Temperature is shown. Press the Green Button to confirm. The duration of the change in Temperature can now be set to a maximum of 3 hours by pressing the Up Button. Press the Green Button to confirm. The Heating Control will automatically re-set to the Scheduled Temperature.

FIRE REGULATIONS

You are required by the regulations to keep the fire doors freely accessible at all times. If the fire doors are opened please ensure that they are correctly closed when you leave the premises. **There is a fire hose in the cupboard beside the hatch in the main hall and fire extinguishers and blankets in various locations in the halls and kitchen.** Do not use water if electrical equipment is in use. In an emergency dial 999. Fire evacuation procedures are located in both halls.

TABLES AND CHAIRS

Each of the cupboards has an outside label showing its contents and an inside plan showing how their content has to be stored. Some tables are left out in designated places. **Please follow these plans carefully and use the trolleys provided to move the chairs.**

CLEANING EQUIPMENT

Brushes and mops are kept in the Cleaning Cupboard which is located outside to the right of the back door. **Please empty, clean and return everything to the place where it belongs when you have finished using it.** Please sort your rubbish and recycling waste which should be placed in the appropriate bins. Large quantities of rubbish and waste should be put in the outside bins in the upper car park.

KITCHEN

There are 2 ovens with 4-ring hobs and cooker hoods above, a dishwasher and a fridge freezer. The dishwasher has full operating instructions on the wall above it. The warming cupboard main switch is on wall next to the hatch to the small hall. There are water heaters, one of which, the Instanta, has special instructions for providing a constant supply of near-boiling water. **The hobs and ovens are only provided for warming and re-heating food. If too many hobs and ovens are switched on at the same time the electrical surge trips the circuit breakers over the hatch.**

Crockery and cutlery are available, the location of which is shown on the notices around the kitchen walls. The First Aid kit is on the shelf to the left of the hatch to the small hall. Equipment for washing up is kept under the sinks. No tea towels, etc., are provided. Be sure that everything put away is clean and tidy as per the notices.

PARKING

We have plenty of parking spaces in two car parks. Some of the spaces are licensed to the Medical Practice and to Daneshill Junior School at certain times of day. These spaces are clearly identified, please abide by the notices.

We hope that you will enjoy the Oxshott Village Centre. It was built out of the contributions and donations of those who wanted to commemorate the sacrifices made during World War II. It is a living cooperative enterprise planned to benefit Oxshott and its residents and to help the village to retain its identity.